

ASMIS Protocols

1. Pre-travel planning

- a. Prepare short-form project agreement with park.
- b. Examine the LCS, NRIS, National Register forms, and all archeological reports for the park. Create shell records by Site name must follow the National Register name for all properties; if none exists then create a name that clearly relates to the site or to its association with other sites. Prepare shell ASMIS records. For updates of existing sites, make copy of paper records or shell records copied for field; document changes and decisions on these forms which will be incorporated into the ASMIS Archive. Make polygons for sites from existing data (if accurate such as aerial photomosaic).
- c. Obtain copy of available GIS databases; get “official” park version.
- d. Conduct GPS project planning to ensure satellite coverage.
- e. Paper copy of ASMIS data fields for field use.
- f. Get accession number for project.
- g. Check equipment list.

2. At park

- a. Meeting with park
 - i. Inform superintendent and cultural resources specialist to discuss and confirm:
 1. Anticipated products
 2. Schedule
 3. Assets needed from park?
 4. List of probable sites
 - ii. Meet with GIS coordinator
 1. Validate existing GIS data (what data layers capture archeological information? Are they accurate?).
 2. Identify form that GIS data in ASMIS will be delivered to park (define hierarchy of accuracy based on management need).
- b. Pre-data collection fieldwork efforts at park
 - i. Identify method of defining sites and site boundaries based on site type, landform, and groundcover (make explicit and describe each applied on “remarks” for each record
 1. On sites with documented boundaries, use photomosaic and historic lot outlines to define sites via on-screen GIS digitizing.
 2. For sites without documented boundaries, establish bounds from previous archeological investigations, visible features, or landforms).
 3. Decide how to measure sites in field spatially
 - ii. Decide on what good/fair/poor examples in park are for internal reference. Use as benchmarks.

- c. Data Collection Fieldwork
 - i. Start fieldnotes just like an excavation project capturing all relevant information not directly encapsulated in field records.
 - ii. Carry print-out of site record or blank form into the field. This will become the “ASMIS Archive” for GAO and acid-free copies will be made for park collection. Make certain accession number is on each form.
 - iii. Pinflag boundaries for sites and subsites (red for sites, blue for subsites). GPS pinflags and use as point vertices for GPS, GIS and for the “Location” table in ASMIS. Check map function in GPS unit to ensure reasonable data in the field. Name associated file for each site with unique name, preferably ASMIS number. Write filename on ASMIS field record.
 - iv. Photograph each set of pinflags to illustrate spatial relationships. Write photo numbers on field form for later ease of association.
 - v. Must positively assert “Good” condition; describe why not in bad condition and note any recent improvements. Describe topographic setting and ground cover. Any other remarks include on separate continuation page on front.
 - d. Post-fieldwork at Park
 - i. Leave paper/digital copies of all materials at park for safekeeping before departure.
 - ii. Install GIS layer if available; if not have pre-departure briefing with GIS specialist.
 - iii. Brief superintendent and/or CRM specialist regarding future events including delivery and integration of later products.
 - iv. Get “receipt for property” for records from park.
- 3. Back at Office**
- a. Secure all GPS data files
 - i. Run correction procedure:
 - ii. Prepare shapefile coverage
 - iii. Duplicate all files to disk
 - b. Secure all paper records, field forms, etc.
 - i. Make paper copies of all records immediately after return
 - ii. Scan all paper records to .pdf files for easy electronic storage/retrieval.
 - iii. Prepare an “archive” with all original materials; use only duplicates for additional work.
 - c. Images
 - i. Separate all images into the ASMIS200 “Graphics” subfolder with each site having its own folder named by ASMIS

- number (all BOWA00001 images in the directory
c:\ASMIS200\Graphics\BOWA\BOWA00001
- ii. Link all images to ASMIS records with captions completed.
- d. Complete all ASMIS fields.
 - i. Consult with park or program historian for NR status, etc.
 - ii. Use only most obvious theme for “historic theme”
 - iii. Document all decisions made via the “Remarks” field including description of process used to determine site boundary, historic theme, GPS precision.
- e. Prepare brief summary report on project containing
 - i. Executive summary (dates, # sites, # sites in good condition for GPRA).
 - ii. Summary of sites in less than “Good” condition with recommendations to improve those site.
 - iii. Illustration from GIS showing location of sites.
 - iv. Paper (and .pdf) of ASMIS site reports (including illustrations) for park files.
- f. Return all records to park curator via FedEx or hand carry and close out “Receipt for Property.”